



CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

*State of New Jersey*  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Acting Attorney General

JENNIFER E. FRADEL  
Administrator

**March 23, 2015**  
**NOTICE OF JOB VACANCY**  
**15-40**

An opportunity currently exists in the Department of Law and Public Safety, Division of State Police for State of New Jersey employees who meet the requirements listed below:

**TITLE:**           **Personnel Aide 2**

**SALARY:**       \$31,455.21 - \$43,963.50 (W12)

**LOCATION:** Division of State Police  
Personnel Bureau  
River Road  
W. Trenton, NJ 08628-0068

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:**

Under the direction of a supervisor in the Human Resources Office, performs limited, routine, technical duties in connection with and support of one or more various areas of the general personnel program requiring independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures as applied to varying situations; does other related duties as required.

**REQUIREMENTS:**

**EXPERIENCE:**

Two (2) years of experience in clerical, technical/personnel work involving the application of procedural rules, regulations, policies, and procedures.

**NOTE:**

Thirty (30) semester hour credits from an accredited college or university may be substituted for each year of the indicated experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

***If you possess the required experience and education and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of April 10, 2015 to:***

**Teresa Kuntz, Manager I Human Resources**  
**Division of State Police**  
**P.O. Box 7068**  
**West Trenton, NJ 08625-0068**  
**Or**  
[NJSP\\_Resumes@gw.njsp.org](mailto:NJSP_Resumes@gw.njsp.org)

**The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.**

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

